

Basic Information

MIRCal Informational Web Site: www.oshpd.ca.gov/hid/

Select MIRCal to access:

- OSHPD and PDDS resources
- The MIRCal CBT
- The MIRCal application

MIRCal Hours of Operation and Support: Monday – Friday,
8:00 a.m. to 5:00 p.m.

Passwords

Password Requirements

- You will be prompted to change your password the first time you log on to MIRCal.
- Passwords are case sensitive, must contain 8 – 16 characters, must be alphanumeric (at least one alpha and one numeric character), and cannot contain spaces or special characters (* / & \$ %, etc.).
- Your password cannot be the same as your user name.
- You will be locked out of MIRCal after three password failures.

Forgot Your Password or Locked Out?

- Contact your facility's User Account Administrator.

Reminders

- MIRCal will "timeout" after 15 minutes of inactivity. If you're entering a web record or making corrections, **save often** or you may lose the record you are working on.
- If you want an extension, you must submit an extension request by the report period due date. Fax extension requests to the OSHPD Activity Unit at (916) 322-9555.

Data Submissions

- Test v. Formal — Use the test submission tool to correct your data before formal submission.
- File Submission v. Web Entry — You should use File Submission unless your facility cannot produce file extracts. In that case, use Web Entry.

Creating a Reporting Profile

Each time you log on to MIRCal, you must create a reporting profile before you can access other MIRCal functions.

1. Log on to MIRCal.
2. Currently, the only **Data Type** available is Inpatient. Click **Select**.
3. Select a **Report Period**. Make sure you select the appropriate report period for the data you want to enter, correct, or submit.
4. Click **Select**.

Submitting a File

1. Under **Online Submission**, click **Submit File**.
2. Verify your facility information, then click **Continue**.
3. Select **Test Submission** or **Formal Submission**, then click **Select**.
4. Enter the number of records in the file to be submitted.
5. **Browse** to select your data file, then click **Attach**.
6. Click **Submit**. A submission confirmation page is displayed. OSHPD strongly recommends that you print a copy of this page.
7. Click **Continue**.

For information on file formats, see the *California Patient Discharge Data Reporting Manual*, Appendix C.

Entering Records Online (Web Entry)

Creating Web Records

1. Under **Web Entry**, click **Manual Record Entry**. The Record Entry page is displayed.
2. Click **Enter New Record**. The Record Entry Form is displayed. This form contains the same fields as the OSHPD Manual Abstract Reporting Form.
3. Enter the record information.
4. Click **Save with Validation**. The system validates your entries for blank fields and invalid values. If the record contains these types of errors, they are listed in red at the top of the form.

(If the record doesn't contain blank or invalid errors, the Record Entry page is displayed. Skip steps 5 and 6.)
5. Correct the flagged errors.

NOTE: You can click **Skip Error Correction** to save the record without validation, but it's more convenient to correct the record immediately rather than having to come back and correct it later.

6. Click **Save With Validation**.

Submitting Web Records

1. Under **Web Entry**, click **Submit Records**.
2. Verify your facility information, then click **Continue**.
3. Select **Test Submission** or **Formal Submission**, then click **Select**.
4. Enter the number of records to be submitted, then click **Submit**. A submission confirmation page is displayed. OSHPD strongly recommends that you print a copy of this page.
5. Click **Continue**.

To avoid a penalty, remember to formally submit your data by the report period due date.

Approval Criteria/Error Tolerance Levels (ETLs)

For information on Error Tolerance Levels (ETLs) and edit programs, see the *California Patient Discharge Data Reporting Manual*.

Retrieving Results

Viewing the Submission Status

1. The Submission Status page is always the first page displayed after you log on and create a reporting profile. To open this page from another MIRCal page, under **General Status**, click **Submission Status**.
2. Check the Report Status:

Test or formal?	Results Message	Description
Either	Data Rejected	Your data failed one or more edit programs.
Test	Below ETL - Submit as Formal by Due Date	Your data is at or below the established ETLs. Further correction might be possible, but is not required. For formal approval, you must resubmit the data as a formal submission by the due date.
Formal	Data Approved	Your data has been formally approved. No further corrections are allowed.

Viewing the Error Summary

Under **Results**, click **View Error Summary**. The Main Error Summary for All Edit Programs page is displayed. This page summarizes the results of your data after it was processed through various edit programs:

- Pass — Data passed the edit program.
- Fail — Data failed the edit program.
- Not Run — Edit program was not run.

Viewing and Printing Error Reports

To view and print reports, you'll need the Adobe® Acrobat® Reader. You can download this free software from the Adobe® Web Site.

1. Under **Results**, click **View Error Reports**.
2. Click **View** in the column and row for the report you want to open. The report is displayed in a new window, which includes a new report toolbar.
3. Use the **Save** and **Print** buttons in the report toolbar to print and/or save the report.

NOTE: Review the Trend Edit and Comparative Edit summary reports first. Correcting Trend and Comparative errors may indirectly correct other types of errors.

Making Corrections

If you created your records online (through Web Entry), you must make your corrections online.

If you submitted a data file, you can correct the data in your in-house system and resubmit the entire data file, or you can correct individual records in MIRCal and submit the corrections.

Do not correct records online and then resubmit a file. Your corrections will be overwritten.

Making Corrections

1. Under **Correction**, click **Make Corrections**.
2. Click **Correct** in the row for the type of error you want to correct. A listing of records that contain that type of error is displayed.
3. To view a record, click any entry in the row for the record. The Record Correction Form is displayed.
4. Correct the fields with error flags. Make sure that you correct **every** field that has the same type of error flag (all S, V, or K errors).
5. Mark the appropriate correction checkbox for the type of error you corrected.
6. Click **Save Corrections**.

Adding Records

1. Under **Correction**, click **Add Records**. The Record Entry Form is displayed.
2. Follow steps 3-6 in "Creating Web Records."

Searching Records

1. Under **Correction**, click **Search Records**.
2. Select one of the search options.
3. In the **Enter search criteria** field, enter a sequence or abstract record number.
4. Click **Search**.

Submitting Corrections

1. Under **Correction**, click **Submit Corrections**.
2. Verify your facility information, then click **Continue**.
3. Select **Test Submission** or **Formal Submission**, then click **Select**.
4. Click **Submit**. A submission confirmation page is displayed. OSHPD strongly recommends that you print a copy of this page.
5. Click **Continue**.

To avoid a penalty, remember to formally submit your data by the report period due date.